



TEXAS DEPARTMENT OF HEALTH  
AUSTIN, TEXAS  
INTER-OFFICE MEMORANDUM

01-051

**TO:** Regional Directors  
Directors, Local Health Departments  
Directors, Independent WIC Local Agencies  
Herman Horn, Chief, Bureau of Regional/Local Health Operations

**FROM:** Barbara Keir, Director (Original Signed)  
Division of Public Health Nutrition and Education  
Bureau of Nutrition Services

**DATE:** April 20, 2001

**SUBJECT:** Sample Formula Issuance Logs

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We are currently reviewing our policy on contract sample formula usage and attempting to determine which criteria is used most frequently in the issuance. Mead Johnson has also requested an opportunity to review the information so they can more accurately assess the impact that sample formula issuance has on the value of the rebate contract to the manufacturer.

Please submit copies of the last two pages of the sample formula issuance log **from each clinic site** to Patti Fitch, Clinical Nutrition Coordinator, by May 4, 2001. If you have any questions she may be reached at (512) 458-7111 extension 3598 or e-mail: [patti.fitch@tdh.state.tx.us](mailto:patti.fitch@tdh.state.tx.us).

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